

GRANT AVAILABILITY  
ANNOUNCEMENT

TENNESSEE DEPARTMENT OF AGRICULTURE  
DIVISION OF FORESTRY  
IN COOPERATION WITH  
U.S.D.A. FOREST SERVICE

ANNOUNCES THE AVAILABILITY  
OF GRANT FUNDS  
FOR CITIES AND COMMUNITIES, NON-PROFIT GROUPS,  
AND EDUCATIONAL INSTITUTIONS  
TO DEVELOP OR ENHANCE URBAN FORESTRY  
PROGRAMS AND URBAN FOREST ENVIRONMENTS

**CLOSING DATE FOR PROPOSALS:** April 17, 2003

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Certifications and Assurances (one copy only)	(separate packet)

## NEW ITEMS FOR 2003

No meals may be charged to the grant or used to match the grant. Meals associated with overnight travel are per diem and are allowed.

Limit your supplemental materials. Too much supplemental material detracts from your proposal. More than 10 pages will hurt your score.

For tree planting, include an actual bid from a nursery or landscape firm. It may not be your final bid or the bid you accept, but one must be included. The bid must itemize the number of trees, species, and size of trees.

Permanent part time positions are now considered category one and subject to the rules of the category (see page 7).

The dollar amounts for category one & two have increased slightly.

Applications for category one must include 10 copies (an original and 9 copies). Applications for category two & three require 6 sets (an original and 5 copies).

The person who signs the application should be the same person who can sign the grant agreement if the applicant is successful.

See note about in-kind match under Cost Share Requirements on page 4 when preparing your budget (page 12).

Do separate proposals for different grant categories, even if the projects may be related.

Fundable projects and Format for Proposals have been re-worded.

## GENERAL INFORMATION

### Background

The Urban and Community Forestry Grant Assistance Program (GAP) funds are authorized by the U.S. Congress through the 1990 farm bill. The legislation enables the USDA Forest Service and the Tennessee Department of Agriculture, Division of Forestry to provide grant funds for development of local Community & Urban Forestry programs.

### Goals and Objectives

The goal of the Urban and Community Forestry Grant Assistance Program is to establish and build local urban and community forestry programs to a self-sustaining level.

Objectives include:

- Improve understanding of the benefits urban trees provide our communities.
- Provide educational and technical assistance to state and local organizations and local governments.
- Establish demonstration projects that promote proper planting and tree care techniques.
- Assist local governments with projects that will enable more effective and efficient management of urban forests.
- Promote volunteerism and involvement of non-profit organizations in implementing urban and community forestry programs.
- Implement the statewide Urban and Community Forestry strategic plan.

### Eligible Grantees

Grants may be awarded to:

- approved non-profit organizations such as neighborhood associations, civic groups, and community volunteer tree groups
- local units of government
- educational institutions

### Available Funds

Three grant categories are available to applicants. These are explained in detail on pages 6 & 7. The grant amounts an applicant may apply for are:

- |   |                     |
|---|---------------------|
| • Personnel   | \$1,000 to \$35,000 |
| • Program Development, Education/Training,<br>Volunteer Development | \$1,000 to \$25,000 |
| • Tree Planting   | \$1,000 to \$ 5,000 |

Maximum amount an individual grantee may apply for	\$35,000
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These grant funds are for programs, projects, or activities NOT CURRENTLY BEING FUNDED, and are not intended to substitute for existing funds.

### Cost sharing requirements

The urban and community forestry grants require a match equal to the grant (50-50 match). Costs are shared by Federal Government and the grantee. The Federal share of the project's financial support may be up to 50 percent of the total cost. A grantee's share of such support may be in the form of cash, services, or in-kind contributions. Grantees shall not use other federal funds to match an urban forestry grant, nor use local funds or in-kind contributions to match more than one federal grant.

Over matching does not help your score. You may overmatch if you are a successful applicant, but for the application, have match equal the grant.

**Note:** If existing personnel are going to be assigned to the project and the grantee intends to use their salary as match, that match is a cash match, not an in-kind match. In-kind is used for a person who volunteers for the grantee.

## Review

Proposals will be reviewed by the Tennessee Department of Agriculture, Division of Forestry personnel and Tennessee Urban Forestry Council members. Recommendations for grant awards will be made to the State Forester for final approval. Proposals will be rated on:

1. Application procedure
2. Urban forestry relevancy
3. Specific project
4. General and optional

## Technical Assistance

Potential recipients are encouraged to seek assistance in developing their grant proposals. Sources of assistance include Division of Forestry personnel, arborists, nurserymen, horticulturists, consulting urban foresters, landscape architects and other specialists in related fields.

**Some applicants in the past have stated that foresters or extension personnel will assist in implementing their project without that person's knowledge. If you intend to have someone assist with the project, include a letter from him/her to prove they are aware of their commitment.**

## Reporting Requirements

Recipients will be responsible for maintaining adequate records that document allowable costs used to match the federal funds. Periodic reports may be required, and a final project report will be required upon completion of the project. Recipients are subject to periodic and post- completion inspections, reviews, and audits by the Tennessee Department of Agriculture, Division of Forestry, the Tennessee Comptroller's Office, and the USDA Forest Service.

## Reimbursement

Funds are reimbursed after completion of the project, not at the time a contract is signed and authorization to proceed is given. An interim payment may be made if the grantee can demonstrate a dire need for a partial reimbursement.

## **TIMETABLE**

Notification to potential applicants will begin in early February 2003. Information packets will be mailed as soon as requests are received, or may be downloaded from the web.

Grant proposals and applications will be due in the Tennessee Department of Agriculture Division of Forestry's Nashville Office by 4:30 p.m. on Thursday, April 17, 2003.

Proposals will be reviewed by mid May, and notification will be made to applicants by late May.

Contracts will be developed and sent to Grantees in June. Contracts should be signed and returned to the Department of Agriculture as soon as possible. Contracts will be set up to run from July 1, 2003 through July 31, 2004.

Once the contracts are signed by the state, the state will send to the grantee one signed copy along with a notice to proceed.

Contracts will expire July 31, 2004. Reports and reimbursement requests should be submitted by September 15, 2004.

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## **FUNDABLE PROJECTS**

These grants are for urban and community forestry projects. The grants are to used to help build a program in your community that will increase tree planting, improve tree care and build the capability to sustain the local program.

All grantees are expected to attend the State Urban Forestry Conference. Expenses for attending the conference may be included in the grant. The conference is usually held between mid October and early November.

The Five Year Urban & Community Forestry Strategic Plan - 2003 - 2008 is in the final draft stages. This draft plan is available on request and may serve as a reference to communities and groups applying for the urban and community forestry grants.

Personnel - Limit \$35,000

Funding any positions will depend on the amount of funds awarded by the USDA Forest Service to the State of Tennessee.

**A grantee may not apply in category one for more than three years for the same position.**

## Education & Training, Program Development, and Volunteer Development

Limit \$25,000

Education and training may be directed at the local general public or at specific target audiences such as municipal departments and employees. Videos, brochures, posters, displays, are examples of education and training projects that will be funded. Grants to attend conferences and workshops pertaining to trees and urban forestry may also be funded. The applicant should give an estimate of the number of people who will receive training or be reached with handouts, brochures or mailings.

Grants may not be used for construction, however minor construction may be approved if a benefit to trees can be demonstrated.

## GRANT CATEGORY THREE

### Tree Planting - Limit \$5,000

Projects must show how they enhance a community's urban forestry program.

Applications must include:

- a list of tree board or advisory committee members who will oversee the project and look out for the trees in the future
- a description of how the Division of Forestry's tree planting guidelines will be followed
- a layout of the planting plan
- a list of the number, species and size of trees to be planted
- a 3 year maintenance plan that addresses watering, pruning, insect and disease inspection and control, fertilization, stake removal, mower and string trimmer protection, and mulching
- an actual bid for the trees that will be purchased, even if another bid is secured and used for the project..

Projects utilizing a consultant, arborist, landscape architect, company or firm, etc must identify the person or firm that will be retained.

Tree planting must be accomplished on public land.

**ALL PROJECTS MUST PROVIDE AN ACKNOWLEDGEMENT OF THE USDA FOREST SERVICE AND TENNESSEE DEPARTMENT OF AGRICULTURE, DIVISION OF FORESTRY AS PROJECT PARTNERS PROVIDING FUNDING FOR THESE PROJECTS.**

Acknowledgement may be accomplished by erecting a sign at a planting site, preparing a news release regarding a hiring, or statements in program brochures, literature, etc. announcing the source of the project funding, or other appropriate method.

Any project that includes tree topping will be rejected.

CATEGORY 1 - PERSONNEL (Max. Grant - \$35,000)

URBAN AND COMMUNITY FORESTRY ASSISTANCE FUNDS

FEDERAL IDENTIFICATION NUMBER \_\_\_\_\_

\_\_\_\_\_ Educational Institution                      \_\_\_\_\_ Non-Profit Group

Date \_\_\_\_\_

## URBAN AND COMMUNITY FORESTRY ASSISTANCE FUNDS

APPLICATION - FY 2003

CATEGORY 3 - TREE PLANTING (Max. Grant - \$5,000)

URBAN AND COMMUNITY FORESTRY ASSISTANCE FUNDS

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PROJECT TITLE\_\_\_\_\_

LOCATION (CITY)\_\_\_\_\_

AMOUNT OF GRANT REQUESTED (Do NOT include match)     \$\_\_\_\_\_

NUMBER OF TREES TO BE PLANTED\_\_\_\_\_

-----  
NAME OF APPLICANT\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_ STATE\_\_\_\_\_ ZIP\_\_\_\_\_

CONTACT PERSON\_\_\_\_\_ PHONE NO.(\_\_\_\_) \_\_\_\_\_

FAX NO.(\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS\_\_\_\_\_

FEDERAL IDENTIFICATION NUMBER \_\_\_\_\_

-----  
APPLICANT CATEGORY (check one)                      \_\_\_\_\_ Local Government

\_\_\_\_\_ Educational Institution                      \_\_\_\_\_ Non-Profit Group

-----  
\_\_\_\_\_  
Name of Authorized Representative\*                      Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative                      Date

\*Person who will sign a grant agreement if applicant is successful

## PROJECT SUMMARY FORM

(Please type or print)

State in 25 words or less what this project will accomplish: \_\_\_\_\_

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Project components to be completed by this project (BE SPECIFIC):

A. \_\_\_\_\_  
\_\_\_\_\_

B. \_\_\_\_\_  
\_\_\_\_\_

C. \_\_\_\_\_  
\_\_\_\_\_

D. \_\_\_\_\_  
\_\_\_\_\_

E. \_\_\_\_\_  
\_\_\_\_\_

F. \_\_\_\_\_  
\_\_\_\_\_

G. \_\_\_\_\_  
\_\_\_\_\_

H. The grantee will acknowledge the USDA Forest Service and the Tennessee Department of Agriculture, Division of Forestry by: \_\_\_\_\_

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Remember! Give specific statements and use specific numbers.

## PROJECT BUDGET FORM

(Please type or print)

**NOTE: This is a preliminary budget for planning and evaluation only. Successful applicants will have a detailed, 2 (or more) page budget attached to their grant agreement, as required by the Contracts Division, Finance and Administration Department, Tennessee State Government.**

Line Items	Federal Funding	Grantee Match*	Total Project**
A. _____	\$ _____	\$ _____	_____ \$ _____ (C or IK)
B. _____	\$ _____	\$ _____	_____ \$ _____ (C or IK)
C. _____	\$ _____	\$ _____	_____ \$ _____ (C or IK)
D. _____	\$ _____	\$ _____	_____ \$ _____ (C or IK)
E. _____	\$ _____	\$ _____	_____ \$ _____ (C or IK)
F. _____	\$ _____	\$ _____	_____ \$ _____ (C or IK)
G. _____	\$ _____	\$ _____	_____ \$ _____ (C or IK)
H. Acknowledgement of the USDA Forest Service & TN Dept of Agriculture, Division of Forestry	\$ _____	\$ _____	_____ \$ _____ (C or IK)
Totals**	\$ _____	\$ _____	\$ _____

\*Indicate C if match is cash, or IK if match is in-kind.

\*\*The total match must equal the total Federal funding. DO NOT OVERMATCH.

## FORMAT FOR PROPOSALS

- A. A completed application form should appear first. Remember to include your Federal ID Number. Use the proper application form for project category. Submit separate proposals for projects in separate categories.
- B. The second item should be the project summary form listing the specific actions to be taken and/or items to be completed. Be sure to use actual numbers. "Planting trees" is not specific. "Planting a minimum of 22 trees" is specific. Hiring a person, and providing him an office and car does not tell what will be accomplished. Completing a tree inventory for city parks and developing a management plan explains what will be accomplished.
- C. The third item should be the project budget form, identifying the line items, cash or in-kind match, and totals. Match should equal grant. Overmatching is not helpful to you.
- D. The next item should be the narrative, three pages or less, describing how this project initiates a local urban/community forestry program, OR, how this project enhances the local program. It may include a description of the benefits to the community, major activities to be completed, involvement of other organizations, individuals, corporations, or volunteers that will cooperate in this project, the visibility and impact of the project, methods to be used and standards to be applied, facilities and equipment involved, a list of individuals who will over see or consult on the project and a brief description of their qualifications, and other information. In addition, be sure to:
  - 1. For category one, personnel, include a job description or list of job duties.
  - 2. For category two, program development and education training, include an estimate of the area to be inventoried, numbers to receive training or written material or other impacts.
  - 3. For tree planting, include (or attach as supplemental material), a list of tree board members, a layout map showing where trees will be planted, a list of trees to plant, a bid which must include the number of trees, species, and size of trees, how the tree planting guidelines will be used, and a three year maintenance plan.
- E. After the narrative, attach all supplemental material such as pictures, letter(s) of support from individuals and organizations whom you list as participants or partners in your project, and any other supplemental material. Remember to limit the number of attachments to less than 10 pages.
- F. Sign and date the Certifications and Assurances. Do not attach to the proposal. **Send in one copy only.**
- G. For category one, personnel, submit an original and 9 copies (total 10 sets) of the proposal. For category two and three, submit an original and 5 copies (total 6 sets). The original must be clearly marked.

**Final Note: Don't try to do too much. Two or 3 things done well is better that attempting 20 things. Attempting to do too much will hurt a proposal during the evaluation process.**

## APPLICATION CHECKLIST

The components of a proposal must be arranged in the order shown under Format for Proposals.

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- \_\_\_\_\_ 1. Application form
- \_\_\_\_\_ 2. Project Summary Form
- \_\_\_\_\_ 3. Project Budget Form
- \_\_\_\_\_ 4. A narrative relating the project to the local urban forestry program, a description of the project, and a description of the persons involved in the project
- \_\_\_\_\_ 5. Any supplemental materials, including letters of support from organizations or individuals participating in the project, if any, and layout maps, maintenance plans, etc.
- \_\_\_\_\_ 6. An original proposal, clearly marked, and 5 copies (6 sets total) for category two & three, or an original and 9 copies (10 sets total) for category one
- \_\_\_\_\_ 7. Signed and Dated Certifications and Assurances (one set only)
- \_\_\_\_\_ 8. Send proposals to:

**Delivery address:**

Bruce Webster  
TN Dept. of Agriculture, Division of Forestry  
Bruer Bldg.  
Ellington Agriculture Center  
440 Hogan Road  
Nashville, TN 37220

**Mail address:**

Bruce Webster  
TN Dept. of Agriculture, Division of Forestry  
P. O. Box 40627  
Nashville, TN 37204

9. Proposals must be RECEIVED in the Tennessee Department of Agriculture, Division of Forestry's Nashville office by 4:30 p.m. on Thursday, April 17, 2003. Faxed or emailed materials will NOT be accepted.

For additional assistance call or email:

- |                  |              |                            |
|------------------|--------------|----------------------------|
| • Bruce Webster, | 615-837-5436 | Bruce.Webster@state.tn.us  |
| • Kay Fermann,   | 615-837-5437 | Kay.Fermann@state.tn.us    |
| • Tom Simpson,   | 865-908-4434 | Tom.Simpson@state.tn.us    |
| • Christy Pepper | 901-754-5185 | Christy.Pepper@state.tn.us |

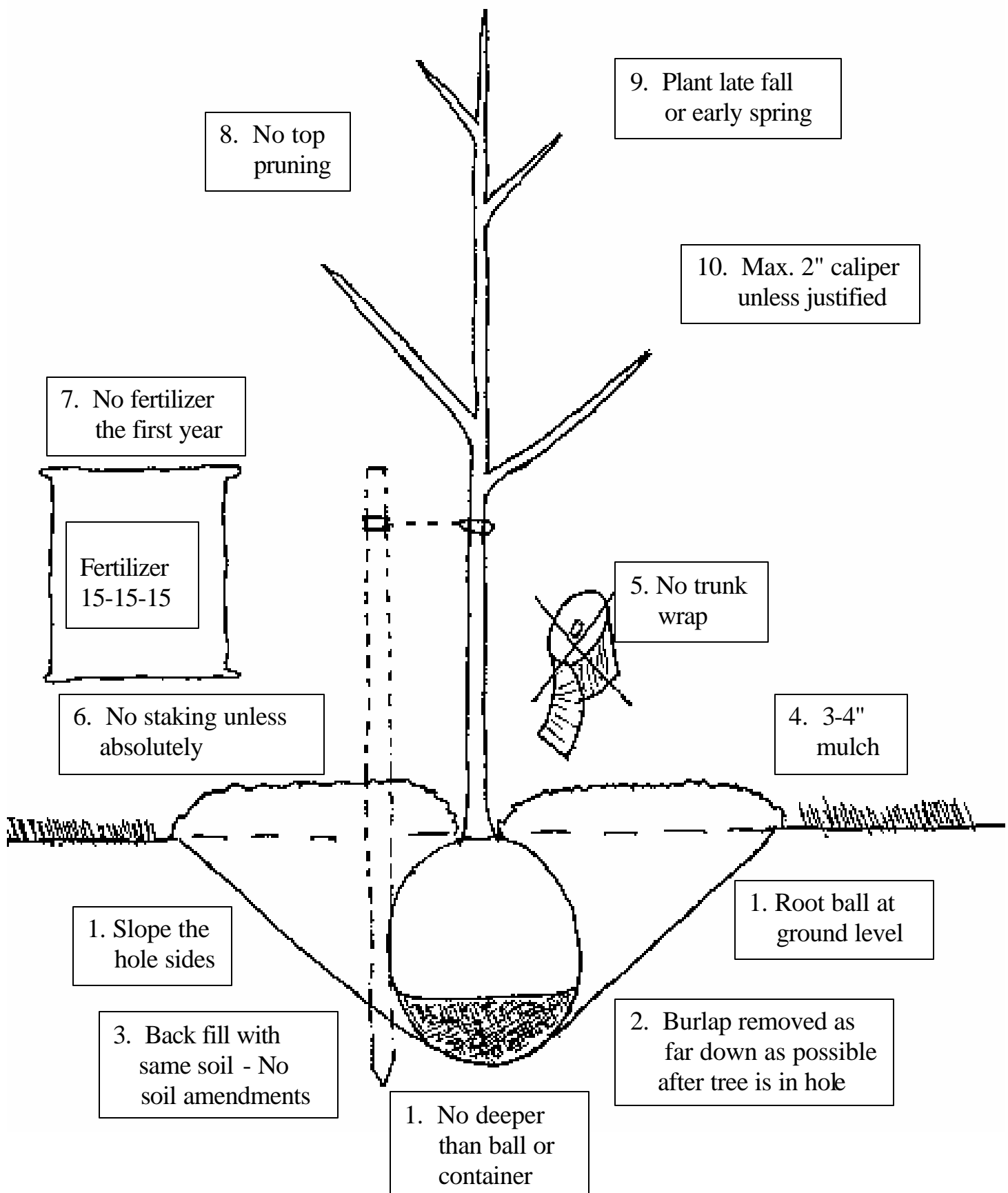
## Tree Planting Guidelines

### Tennessee Department of Agriculture, Division of Forestry

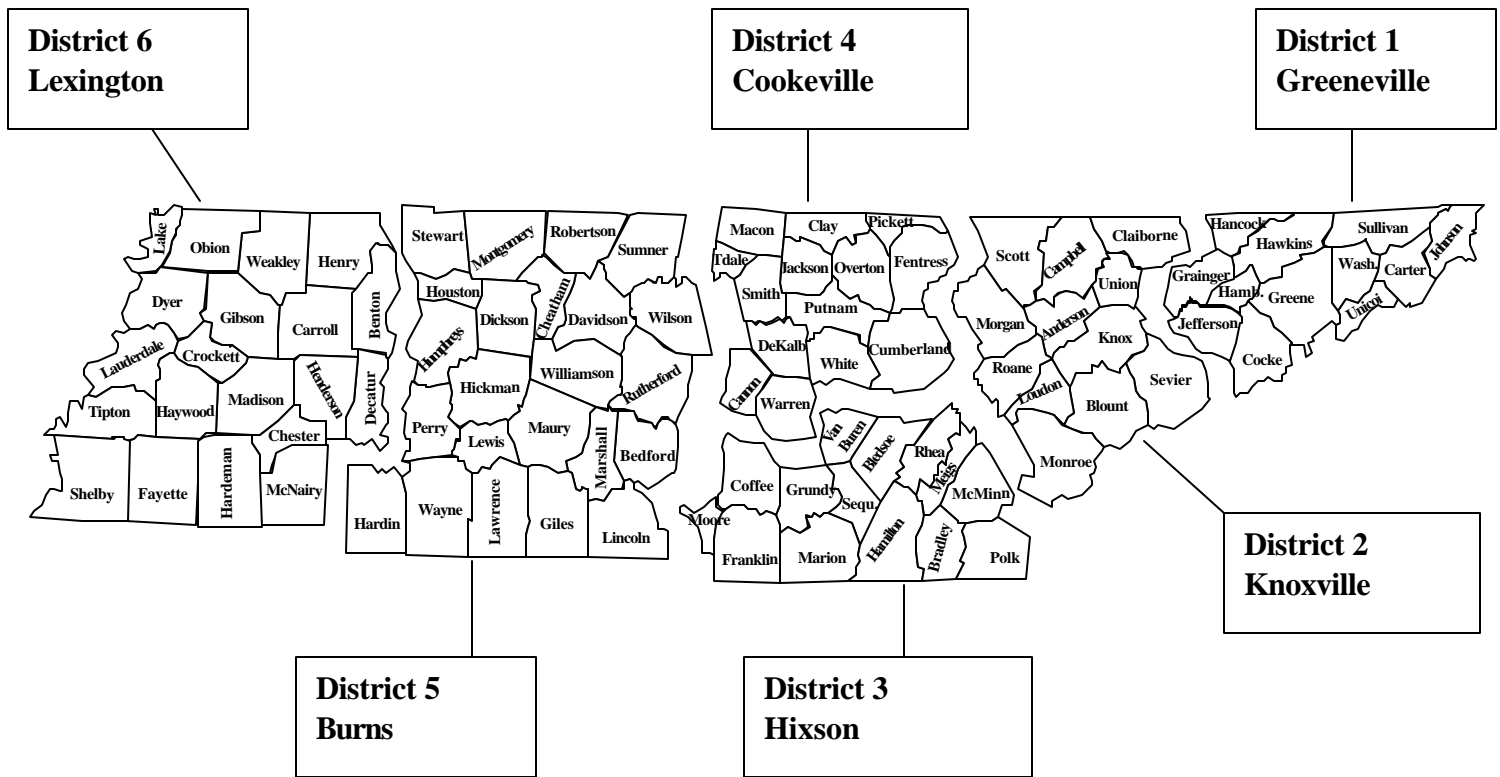
NOTE: TREES PLANTED USING A GRANT FROM THE DEPARTMENT OF AGRICULTURE, DIVISION OF FORESTRY MUST FOLLOW THESE GUIDELINES.

In order to have a healthy tree in the future; the tree must be planted properly. The following are guidelines to assist you in planting your tree properly. Prior to planting remember to move the tree by the root ball or the container. Never grab it by the trunk.

1. **Digging the hole:** The planting hole should be at least twice the width of the rootball or container to encourage the roots to grow into the surrounding soil. The sides of the planting hole should be sloped. The hole should be no deeper than the rootball or container to prevent the tree from settling or being planted too deeply.
2. **Tree preparations:** For a container tree, remove the container and any tags or twine on the tree. For a balled and burlapped tree, place the tree in the hole and then remove as much wire, rope, burlap and other materials as possible. Remove the rope around the trunk. On both types of trees, check for large circling roots. These will continue to grow in a circle and can girdle the tree, resulting in the death of the tree. Use a sterile sharp knife or pruning shears to make a clean cut in the large circling roots. If the circling roots are fibrous, make 2 or 3 vertical slits in the rootball about 1 inch deep.
3. **Backfill:** Use the same soil that was taken out of the hole. If the soil is very poor and appears to need topsoil, increase the hole size and sparingly mix in some local topsoil (avoid using potting soil, peat moss, and soil amendments). Remove stones and other debris. Fill the hole halfway with backfill, then water. Finish filling the hole with the backfill and water again. Make sure to work the soil around the ball firmly to eliminate any air pockets. Also, make sure the tree is vertical and properly supported, but do not pack the soil around the trunk.
4. **Mulch:** The area around the tree should be mulched with woodchips, barkchips, or pine mulch. The mulch should be 3 to 4 inches thick and cover the entire planting area, at least 3 feet in diameter. The mulch needs to be placed in a donut or tire shape around the trunk of the tree. The mulch must be kept away from the trunk of the tree to keep insects away and to prevent the suffocation of the tree. Mulch helps conserve soil moisture, reduces the competition from unwanted weeds, keeps lawn mowers and string trimmers from damaging the trunk, and moderates soil temperature extremes. ***Do not use sawdust, black plastic, or grass clippings as mulch.***
5. **Trunk Wraps:** Research indicates there are no benefits from using trunk wraps and it may encourage damaging insects or diseases.
6. **Staking:** Staking is not necessary if the tree has a proper size rootball and has not been pruned too high. Stakes may help prevent lawnmowers and string trimmers from damaging the tree. If staking is needed for support, attach them so the tree has some sway. NEVER leave wires or straps on the tree for more than one growing season. Also, remove all labels, tags, and rope to prevent the trunk or branch from being girdled as it grows.
7. **Fertilizing:** Generally new trees do not need fertilizers. Using the wrong product could damage the already reduced root system. Fertilize the first year only if a specific problem develops.
8. **Pruning:** Prune only the branches that are dead, broken or severely deformed during the first growing season.
9. **Timing for Planting:** The best time of year to plant your tree is November through March.
10. **Tree Size:** Trees 2 inch caliper or less are recommended unless a larger size is justified. Smaller trees recover from transplant shock and commence with normal growth more quickly.



**Tennessee Department of Agriculture, Division of Forestry**  
**District Offices**



**District 1**

Greeneville Office  
P.O. Box 731  
Greeneville, TN 37744  
(423) 636-8805

**District 2**

Knoxville Office  
P.O. Box 2666  
Knoxville, TN 37901-2666  
(865) 594-6432

**District 3**

Hixson Office  
P.O. Box 160  
Hixson, TN 37343  
(423) 634-3091

**District 4**

Cookeville Office  
390 South Lowe, Suite 10  
Cookeville, TN 38501-4702  
(931) 526-2279

**District 5**

Burns Office  
3497 Church Street  
Burns, TN 37029  
(615) 797-3117

**District 6**

Lexington Office  
P.O. Box 438  
Lexington, TN 38351  
(731) 968-6676